

Maintenance

AIRCRAFT EQUIPMENT ACCOUNTABILITY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY. This instruction implements AFD 21-1, Managing Aerospace Equipment Maintenance. It provides guidance and establishes procedures to manage, control, and account for equipment in -21 series aircraft technical orders. It applies to all AFSOC and Air Force Reserve (AFRES) aircraft gained by AFSOC which provide direct support (e.g., flying and maintenance for AFSOC missions).

The instruction requires the collection or maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are 37 U.S.C. Coordinate any Privacy Act Statement with HQ AFSOC/SCMS

SUMMARY OF REVISIONS

This revision aligns AFSOC requirements with AFD 21-1, Managing Aerospace Equipment Maintenance; adds the requirement for AFSOC Form 31A and B (para 2.6.1); merge responsibilities listed in chapters 3 and 8; adds wording "loose equipment" and "AFSOC Form 31A/B" throughout instruction; deletes C-130 Command Unique Equipment in attach 1; and adds instructions on how to fill out AFSOC Form 31A/B (attach 1).

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1. **General Guidance.** This instruction outlines the MAJCOM program to manage, control, and account for aircraft -21 equipment assets. Aircraft -21 equipment assets governed by this instruction are those items listed in the aircraft -21 series technical order and its attachments. Accountability and control are the two main aspects that encompass managing aircraft -21 equipment assets.

1.1. Accountability is the process of maintaining records that show continuing status of the asset (i.e., quantity authorized, location, due-ins, due-outs, quantity on hand, etc.). The procedures for establishing and maintaining accountability for all AFSOC and AFRES aircraft -21 equipment are contained in AFI 21-103 and para 3 of this instruction.

1.2. Control is the process of knowing the quantities of -21 equipment installed on each aircraft, preventing loss when the aircraft is away from home station, and detecting when equipment is lost or broken. The Special Operation Groups (SOGs) will develop their own procedures for daily control of -21 equipment. Those procedures may be in the form of a maintenance operating instruction (MOI) or a supplement to this instruction. The procedures developed must address daily control of -21 assets while the aircraft is away from home station.

2. Definitions:

2.1. -21 Equipment. Items authorized for a particular aircraft. -21 equipment is divided into three categories; maintenance safety and protection equipment (MSPE), alternate mission equipment (AME), and crew passenger support equipment (CPSE). AFI 21-103 contains definitions for MSPE, AME, and CPSE.

2.2. Mission Support Equipment Element (-21 shop). A branch or section with the primary responsibility to store, monitor, inspect, repair, pick-up, deliver, and account for aircraft -21 equipment.

2.3. AF Form 1297, Temporary Issue Receipt. Used to control equipment loaned to other units.

2.4. AF Form 2691, Aircraft and Missile Equipment Property Record (or computer generated equivalent). Initiated for ERRC XF and XB -21 equipment listed in the aircraft -21 technical order and attachments to this regulation which are used to maintain on-going accountability and annual inventory of -21 equipment assets.

2.5. AFSOC Form 31, Aircraft -21 Equipment Inventory. Used to identify equipment installed on the aircraft. Used to inventory equipment on aircraft prior to departure from home station and ensure all equipment is accounted for upon return. Automated forms are authorized provided they contain all the information from the original form.

2.5.1 ASFOC Form 31A Fixed Wing Annual Aircraft -21/Loose Equipment Inventory, used to account for -21/Loose Equipment levels during command directed annual inventory (IAW AFI 21-103).

2.5.2 ASFOC Form 31B Rotary Wing Annual Aircraft -21/Loose Equipment Inventory, used to account for -21/Loose Equipment levels during command directed annual inventory (IAW AFI 21-103).

2.6. Special Purpose Recoverables Authorized Maintenance (SPRAM). Repairable assets (ERRC XD) which are accounted for using the special procedures outlined in AFM 67-1, volume 1, part one, chapter 11, and volume II, part 2, chapter 22.

2.7. AF Form 126, Custodian Request Log. Used to maintain a log of all requests to supply for equipment (ERRC ND and NF) items. The log is set up to start with number 001 on the first day of each calendar year.

2.8. AF Form 2692, Aircraft/Missile Equipment Transfer/Shipping Listing. Used to account for equipment when aircraft are transferred.

3. Responsibilities. Command -21 equipment assets are an integral part of mission accomplishment. All personnel operating, servicing, and maintaining (e.g., flight crews, transportation and maintenance) AFSOC and AFRES (AFSOC gained) aircraft have the responsibility to prevent loss of and damage to -21 equipment.

3.1. The designated MAJCOM responsibilities are as follows:

3.1.1. The MAJCOM office of primary responsibility is HQ AFSOC/LGMW for active units and HQ AFRES/LGM for Reserve units.

3.1.2. MAJCOM weapons systems manager will (via AFSOC FORM 31A/B) accomplish the annual review of equipment listed in the -21 technical order and its supplements to ensure proper levels. Upon completion of the review, the MAJCOM will redistribute assets as required to fill command shortages.

3.1.2.1 The MAJCOM OPR provides guidance to subordinate units concerning transfers, shortages, overages, loans, and loss of aircraft -21/loose equipment equipment, and directs redistribution of equipment as required.

3.2. Wing/groups will:

3.2.1. Establish a Mission Support Equipment Element (-21 shop) as the focal point for all -21/Loose Equipment issues. The Mission Support Equipment Element has the primary responsibility for accountability of -21 equipment for assigned aircraft.

3.2.2. Direct the Logistics Group Commander or equivalent to dictate which organizations will be responsible for management and control of Loose Equipment, all ECM, Weapons equipment and any Fuel equipment listed in the -21 tech order.

3.2.3. Inspect subordinate units for proper management, storage, and shipping of -21/Loose Equipment to preclude damage and loss.

3.2.4. Be responsible for the preparation and shipping of -21/Loose Equipment assets when transferring aircraft.

3.3. Unit Plans, Scheduling and Documentation (PS&D) section will:

3.3.1. Coordinate the preparation of -21 equipment assets and prepares a "master" AF FORM 2692, Aircraft/Missile Equipment Transfer/Shipping Listing for the aircraft records when transferring aircraft.

3.3.2. Notify the Mission Support Equipment Element of an aircraft transfer and the specific configuration that is required at least 5 days in advance, earlier if possible.

3.4 Mission Support Equipment Element will:

3.4.1 As a minimum, will inventory assigned -21 equipment once a year and upon change of accountable individual.

3.4.2. Perform the annual -21/Loose Equipment inventory. This inventory will be a combined Dash 21 shop and Crew chief effort. The Dash 21 shop will have the overall responsibility to ensure the inventory is accomplished. When discrepancies exist between equipment authorized and on hand, the following procedures will apply. Units will adjust shortages and overages within their area of responsibility by direct distribution. When shortages occur due to missing equipment, units will comply with para 9. Follow directions in para 10 for policy covering overages. The Mission Support Equipment Element does not necessarily install or have possession of all the equipment it accounts for; however, since administrative accountability responsibility rests with the Mission Support Equipment Element, those activities in possession of those assets shall grant access to storage areas anytime a requirement to confirm quantities exists.

3.4.2.1 Document the results from the annual inventory on AFSOC Form 31A/B which are due at the end of each fiscal year. Forward copies by MDS to HQ AFSOC/LGMW (see attachment 1).

3.4.2.2 The authorized equipment for each MDS can be found in the applicable -21 T.O. Any additions or deletions for required equipment will be sent to HQ AFSOC/LGMW for approval.

4. Revisions. We encourage personnel at all echelons to submit proposed changes to this regulation through channels to HQ AFSOC/LGMW for active units and HQ AFRES/LGM for reserve units.

5. Equipment Identification. Identifying (using stencils) -21 equipment is necessary to ensure assets are returned to the owning organization. The stencil shall be in a conspicuous location and readily identifiable. Waivers to this requirement are only approved by the MAJCOM on a one-by-one basis. The following procedures apply for marking aircraft -21 equipment:

5.1. All organizations shall stencil their organization identifier (i.e., 16 SOW, 352 SOG, 353 SOG, etc.) on each piece of -21 equipment using black paint, or olive drab on black, as necessary.

5.2. If an item is too small to stencil the organization identifier on, it will be marked with the organization color code. These color codes are: black for the 16 SOW, green for 352 SOG, blue for the 353 SOG and red for the 919 SOW. Color codes may be changed and approved by each SOG provided an info copy is sent to HQ/LGMW and the other organizations listed in this paragraph.

6. Control Procedures and Responsibilities:

6.1. The Mission Support Equipment Element (-21 shop) will:

6.1.1. Control, account for, maintain, pickup/deliver, and inventory aircraft -21 equipment.

6.1.2. Maintain a folder for each aircraft to contain documentation for control of each aircraft's assigned -21 equipment. Each folder will contain, as a minimum, a copy of the most current AFSOC Form 31 or AF Form 2692, and any other documentation pertaining to the recovery of lost or removed -21 equipment for that aircraft.

6.1.3. Ensure aircraft departing home station have a current inventory of installed -21 equipment. This does not include equipment being shipped as cargo. The AFSOC Form 31 will be the primary source document for daily control of installed -21 equipment. Keep a copy of the current AFSOC Form 31 on the aircraft while away from home station. If aircraft are departing for an extended period (i.e., Programmed Depot Maintenance, modifications, or permanent transfer) use AF Form 2692 in lieu of AFSOC Form 31, follow directions for AF Form 2692 in AFI 21-103, Attachment 1. Inventory aircraft upon return to home station.

6.1.4. Inventory aircraft as soon as possible after they block-in at home station to determine if assets are missing. Check the AFTO Form 781A for any -21 equipment discrepancies and initiate action to replace or repair any missing or broken equipment. Inventory of -21 equipment is not required on local missions when the aircraft departs and returns to the home station with no planned intermediate stops.

6.2. The aircraft commander or designated aircrew representative:

6.2.1. Has supervisory and custodial responsibility of the aircraft's -21/Loose Equipment while in control of the aircraft.

6.2.1.1. If departing home station and or forward operating location (FOL) with scheduled en route stops, or remain over night (RONs).

6.2.1.2. If the aircraft departs and returns to home station or FOL with no en route stops this responsibility remains IAW paragraph 6.1.

6.2.2. Reviews AFSOC Form 31 or AF Form 2692 to ensure installation of all required -21 equipment, quantities annotated in the appropriate blocks, maintenance signatures, and configuration documents match mission requirements IAW applicable aircrew flight publications. The aircrew preflight is considered an inventory of installed -21/loose equipment. Accomplishes the following for equipment discovered missing:

6.2.2.1. Makes an entry in the AFTO Form 781A to include mission number, missing item nomenclature, quantity missing, last station departed, and any other information relevant to recovering the missing equipment.

6.2.2.2. Annotates the AFSOC Form 31 in the next available check column to show the quantity of only those items different from the previous quantity.

6.2.3. Promptly reports missing equipment to maintenance and local authorities (Command Post or Base Operations Center).

6.2.4. Leaves the AFSOC Form 31 or AF Form 2692 on board the aircraft, in the event of an en route crew change.

6.2.5. Assists, as required, in preparing report of survey for missing equipment.

7. Accountability. Maintaining accountability of assigned -21/Loose Equipment is imperative to ensure serviceable assets are available in sufficient quantities for mission accomplishment. The responsibilities and procedures in this chapter establish the policy for -21 equipment accountability for all aircraft assigned to AFSOC and AFRES (AFSOC-gained) organizations.

8. Procedures. Maintain accountability by use of CA/CRL, SPRAM or computerized AF Form 2691, AF Form 2692, AFSOC Form 31, or AFSOC Form 31A/B.

9. Equipment Recovery. Anytime -21 equipment is discovered missing, conduct an on-site investigation, including an interview with the flight crews and a thorough search of the aircraft. Home determining the en route stations where the equipment may have been removed or lost. After gathering all possible information, send a message to the Operations Group commander of those organizations where the aircraft transited, detailing the loss and requesting an investigation/search to locate the missing items. If you cannot find the lost items within 20 days after the aircraft returns, submit a report of survey and take action to obtain replacements.

10. Overages. The applicable aircraft -21 technical order identifies specific quantities of equipment authorized per aircraft. Only HQ AFSOC/LGMW approves requests to maintain lesser quantities stipulated by the -21 technical order; however, conditions occur (equipment is lost, replaced, and then recovered) that result in overages of assets. These overages can go undetected by the -21 manager until the

annual inventory is accomplished; therefore, -21 equipment sections may have overages during unscheduled inspections, audits, and inventories. The following policy applies for overages of -21 equipment.

10.1. The IM (item manager) is the only approving authority to increase authorizations of ERRC NF, ND, and XD assets. Submit requests to the IM through HQ AFSOC and HQ AFRES, as applicable. Historically, these types of assets are high cost items; therefore, requests should contain strong justification.

10.2. All Mission Support Equipment Elements may have on-hand up to 10 percent over the total authorized level of ERRC NF, ND, and XD assets. The intent of this allowance is to compensate for fluctuations of on-hand equipment between inventories.

10.3. Units are authorized to have on-hand up to 50 percent above the amount of ERRC XB -21 equipment authorized by the -21 T.O. and attachments to this regulation, provided it does not cause storage problems. Overages exceeding 50 percent will be considered excess and shall be reconciled at the next inventory.

10.4. Organizations tasked to back fill equipment repositioned at other locations are authorized overages of that equipment in the quantities stipulated to support that requirement. This authorization is in addition to the allowable overages cited above.

11. Deployment. Proper equipment controls are the key to maintaining availability of -21 equipment for contingencies. The responsibility for -21 equipment accountability, control, and compliance with this regulation does not change during deployments. The senior maintenance officer in a deployed environment shall appoint primary and alternate individuals as -21 equipment managers. They will be responsible for and manage the control of -21 equipment during the deployment. Monitors shall be certain that no aircraft equipment is left behind when redeploying.

11.1. When requirements exist for deployment of -21 equipment (other than that installed on the aircraft), the Mission Support Equipment Element will initiate loading and packing list to ship equipment. Deployed equipment will be processed in accordance with local procedures.

11.2. Upon return from deployment, the Mission Support Equipment Element shall immediately inventory returned -21 equipment utilizing the loading and packing list initiated prior to deployment. Return any equipment on-hand belonging to other organizations as soon as possible. Ship equipment transportation priority one.

12. Forms Prescribed. AFSOC Form 31, Aircraft -21 Equipment Inventory. AFSOC Form 31A, Fixed Wing Dash 21 Annual Equipment Inventory, AFSOC Form 31B, Rotary Wing Dash 21 Annual Equipment Inventory.

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Attachment 1**AFSOC FORM 31A/B INSTRUCTIONS**

This attachment gives instructions to complete AFSOC Form 31A/B when performing annual inventories.

Heading. Self explanatory

Column A. This number will correspond with the -21 tech order and applicable AFSOC supplement line item number. Report inventory in numerical order by section.

Column B. Enter item nomenclature.

Column C. Enter part number or stock number .

Column D. Enter quantity authorized per aircraft.

Column E. Enter total authorized, column D multiplied by total aircraft.

Column F. Enter total quantity on hand.

Column G. Enter quantity on order.

Remarks. Enter any remarks that will effect information on this form.

Verifying Official. The individual (ie.. NCOIC Dash 21 section or designated representative) who has overall responsibility for the majority of equipment will sign in this block.

NOTE: Units must submit a separate AFSOC FORM 31A/B for each MDS assigned.